



STATE OF WASHINGTON
ENVIRONMENTAL AND LAND USE HEARINGS OFFICE

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ENVIRONMENTAL AND LAND USE HEARINGS OFFICE

Minutes of Meeting

April 18, 2012

9:30 a.m.

The April 18, 2012 meeting was called to order by Chair Kathleen Mix in the Boards' office in Tumwater, Washington. Present were Chair Kathleen Mix, Board Members Bill Lynch and Tom McDonald, Administrative Appeals Judge Kay Brown, Robyn Bryant, Janet Buechler, Paulette Yorke, and Vanessa Smith, and Nina Carter from Growth Management Hearings Board. Minutes of the March 7, 2012 meeting were read.

Reports which included the number and type of pollution and shoreline appeals filed, a brief summary of all cases that have closed, and the Case Statistics Report were handed out.

Appellate Report

Janet Buechler reported that there were two Superior Court appeals filed since the last meeting: *Ben Franklin Transit v. Ecology*, and *Rhyon Caldwell v. Ecology, et al.*

Vanessa Smith indicated that GMHB received no new Superior Court appeals in the last month.

Budget Update

Kathy Mix indicated that the cut to ELUHO's budget due to the passage of the supplemental budget will be approximately 8.9% which will be met at this time, in part, by cuts to the agency's attorney general account and the change of online research carriers from Westlaw to Lexis/Nexis. The Temporary Salary Reduction of 3% will also remain in place for all state employees.

Administrative Support Functions

Due to the retirement of Robyn Bryant at the end of May, there will be restructuring of the administrative staff job duties. A chart of the new duties and responsibilities was reviewed and explained. A timeline for the changes was also discussed.

Future Event Planning

Planning for several items coming in the next few months was discussed. This includes the appointment of a new Growth Management Hearings Board member, hiring of a new clerical staff person, and the hiring process for a new Administrative Appeals Judge.



It is also expected that transitional materials will also be requested soon for preparation of the next biennial budget.

Hearing Support

It was affirmed that a court reporter would not automatically be used on short board, pro se cases, unless the presiding officer deemed it necessary or advisable.

PCHB/SHB Online Handbook

The online PCHB/SHB handbook is in need of revision. Copies will be reviewed by the board and judge and the matter will be discussed at the next meeting.

Mandatory E-Mail Archiving

Robyn Bryant discussed the new Vault system of e-mail archiving which will be rolled out over the next few months. Three ELUHO employees will begin testing the system within the next few weeks. Everyone was encouraged to review their e-mail for archiving purposes.

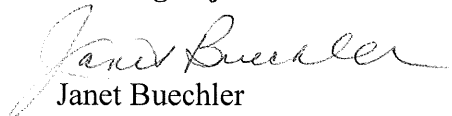
Miscellaneous

There will be an earthquake drill on April 25th. Nina Carter volunteered to lead the Drop, Cover and Hold exercise and there will be a short discussion after the drill of the office's emergency preparedness.

Nina Carter and Vanessa Smith are reviewing the GMHB WAC's to assure all address changes for GMHB have been made.

Robyn reviewed the parking permits for the L&I parking lot and discussed the use of that lot during large hearings in the ELUHO office.

Meeting adjourned.


Janet Buechler
Administrative Secretary